

Privacy statement for members of staff

Balkerne Gardens Trust is an Exempt Charity which owns and manages a Care at Home service, Sheltered Housing, a Residential Care Home (Freda Gunton Lodge) and a Nursing Home (Cheviot). It can be contacted at: Balkerne Gardens Trust, Parsley House, Colchester, Essex, CO1 1PR, [tel: 01206 543517](tel:01206543517) or email: admin@bgtrust.org.

This privacy statement explains how the Trust (the Data Controller) uses any personal information you have supplied when you become a member of our staff.

What information we collect about you

You have supplied most of the information we collect about you as part of the employment process. We need to keep this information to meet our responsibilities to you under your employment contract, for example to pay you correctly and to contact you in an emergency. We keep your next of kin details to meet our public health obligations; these details are kept in locked cabinets for emergency use only and we will never use them for any other purpose. By law we must keep information to show we have checked you are a suitable person to work here and that you have any additional qualifications you need to do your job – for example, a current driving licence if you need to drive. We also keep financial records, for example records of payments we have made to you, as required by law. In addition, we keep information which arises from your employment, such as training records and appraisals, which we need to make sure we treat you fairly and are able to work in line with your contract and we also keep some details relating to equal opportunities that the law asks us to monitor.

What we do with your data

Paper data concerning staff is held in locked filing cabinets. Electronic data is stored on password protected computers and backed up to servers hosted within the EEA. The suppliers used by the Trust use digital means to keep data secure and hold data for no longer than is consistent with Data Protection laws. Where staff are members of the Trust's pension scheme, some information is processed in India and staff should see the separate privacy notice sent by The Pensions Trust for further information.

Payroll data for staff is processed using secure software from a reputable supplier and shared only with the tax authorities and any payees for attachment of earnings as required by law and the pension scheme provider. Payments to staff are made into their bank accounts using a secure computerised payment system.

All staff are checked by the Disclosure and Barring Service. Where a DBS certificate is applied for through the Trust, copies of personal documents staff supply are not retained by the Trust but are sent to a Home Office umbrella body for these checks. The documents are securely destroyed once the details have been verified and forms posted to the DBS.

Where training is given by external providers, a list of staff names is given to the trainer so certificates can be issued. The trainer keeps paper lists of these names for five years in a locked cabinet.

Staff are trained in data protection and no data is shared in any way other than described above.

The Trust has a policy for disposal of personal data, which is available on request, and data will be deleted or securely destroyed in line with this policy. The maximum length of time that

we will retain personal data is eight years and it will be destroyed by our confidential waste contractor after this time.

Occasionally personal data may be used for internal audit. When this happens, the data is stored temporarily on a password protected computer and anonymised before the final report is issued.

Your rights

You have the right to know exactly what information we hold about you and how it is processed. You can also correct any information we hold that is not accurate. Please contact us at the address shown above if you want to do this. You may ask us to delete or not process your personal data and you do not have to give us a reason for this, although if we do so we will no longer have the information we need to supply you with a detailed reference. Where the data is held on the basis of consent we will delete it straight away if asked; however, we may refuse to delete data if we are required by law or because of your contract to keep it. Where we hold your personal data electronically you have the right to ask us to give it to you in a portable form. Currently we only process the personal data of Care at Home staff electronically and we will supply this data to them on request.

If you want to complain about the way in which your data is handled, please let us know so we can resolve the problem. If you are not satisfied with our response you can contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, [tel: 0303 123113](tel:0303123113).